SUBJECT:  **ACTING INSTRUCTOR**

A. **References:**


B. **Background and Purpose:**

As amended by the Board of Regents on July 17, 1992, the Community College Faculty Classification Plan provided for the conditions under which an Acting Instructor could be appointed. The purpose of this CCCM is to provide the guidelines and procedures for making Acting Instructor appointments and for advancing Acting Instructors to the Instructor rank.

C. **Responsibilities:**

1. Senior Vice President, University of Hawai'i and Chancellor for Community Colleges (hereinafter Chancellor)
   a. Establishes the procedures for processing of Acting Instructor appointments.
   b. Approves Acting Instructor appointments and advancement from Acting Instructors to Instructor.
   c. Approves extensions of Acting Instructor appointments beyond three (3) years, as appropriate.

2. Provost/Director of ETC
   a. Reviews and recommends Acting Instructor appointments.
   b. Reviews and approves the required professional developments.
c. Ensures Acting Instructors meet all minimum qualifications within three (3) years.

d. If an extension beyond the three-year period is requested by the Acting Instructor and the Provost/Director of ETC supports the request, the faculty member’s extension request and the recommendation from the Provost/Director of ETC shall be submitted to the Chancellor prior to the end of the current Acting appointment period. The Provost’s/Director of ETC’s recommendation should include a description of the circumstances, an explanation as to why the extension should be granted and the time frame in which the faculty intends to meet the minimum qualification requirements.

Ensures that the faculty member continues to make progress in his/her professional development plan throughout the extension period.

e. Recommends advancement of Acting Instructor to Instructor when the faculty member meets minimum qualifications.

3. Faculty Member Appointed as Acting Instructor

a. Develops a professional development plan in conjunction with Dean/Designee to meet minimum qualifications within three years of appointment. Modifies the professional development plan with new deadlines in the event that an extension is granted.

b. Upon meeting the minimum qualifications, initiates a request via campus administrative process for advancement from Acting Instructor to Instructor. Submits appropriate documentation to demonstrate that the minimum qualifications have been met.

D. Guidelines:

1. Acting Instructors may be appointed only when (a) no qualified applicant exists, and (b) the advertisement specifies that, if no qualified applicants are available, those not meeting minimum qualifications may be considered for an acting appointment.©
2. If an acting appointment is recommended, the selection shall be based on the best qualified of the available applicants.

3. Once appointed, the Acting Instructor will work with his/her Dean or Director, or designee, to develop a professional development plan that will enable the faculty member to satisfy the minimum qualifications within three years. If any extenuating circumstance exists, the faculty member must submit a request for an extension beyond the three years. If the extension is not granted and the faculty member has not met the minimum qualifications, the faculty member will be terminated at the end of the three-year period.

4. The faculty member is not on the probationary track while serving as an Acting Instructor. Upon meeting minimum qualifications and conversion to an Instructor, prior year(s) service as an Acting Instructor are not automatically creditable toward the probationary period. However, a request may be made to shorten the faculty member's probationary period in accordance with the collective bargaining contract.

5. Initial salary placement for an applicant appointed as an Acting Instructor is normally at Step 1. However, based on the employee's background, experiences and campus requirements, placement above Step 1 can be made as appropriate.

6. Upon meeting the minimum qualifications, the faculty member is responsible for initiating the request and submitting documentation that he/she has met the stated minimum qualifications.

E. Procedures for Advancement from Acting Instructor to Instructor:

1. The Provost/Director of ETC should review the documentation submitted by the faculty member and submit to the Chancellor a recommendation to advance the faculty member from Acting Instructor to Instructor. The effective date of the movement should be January 1, June 1, or August 1; whichever date immediately follows the date of the written notification to the College by the faculty member that the minimum qualifications have been met.
2. The Provost/Director of ETC should submit to the Chancellor his/her recommendation for the faculty member’s advancement from Acting Instructor to Instructor, the faculty member's request, copies of the documentation provided by the faculty member verifying that the minimum qualifications have been met (e.g., a copy of college transcripts or certification), and the Payroll Notification Form (PNF).

3. Normally, a salary adjustment is not provided, however, a salary adjustment may be approved by the Chancellor on an exception basis upon recommendation and justification by the Provost/Director of ETC.

F. Recisions:

CCCM 2106, dated July 1996.

Joyce S. Tsunoda
Senior Vice President, University of Hawai'i and Chancellor for Community Colleges